

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
CROSS-CONNECTION CONTROL TECHNICIAN

1. JOB TITLE: CROSS-CONNECTION CONTROL TECHNICIAN

2. DEFINITION: This is a position requiring technical skills as well as manual labor in the inspection and testing of cross-connection control and backflow prevention devices. The Cross-connection Control Technician reports to the Cross-connection Control Officer and the Director of the Water & Sewer Department. All employees are responsible to the City Manager. The position is classified as Non-Exempt for purposes of the Fair Labor Standards Act; as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION

- a. This position requires the use of hand tools, motorized vehicles, related meters and gauges, computers, calculators and other standard office equipment.
- b. The job location is throughout the water distribution system. The employee will work primarily indoors but may be exposed to inclement weather as well as biological, chemical, electrical and mechanical hazards.

4. ESSENTIAL FUNCTIONS OF THE JOB

- a. Inspects installations of cross-connection control and backflow prevention devices.
- b. Performs initial and annual testing of devices in industrial and commercial settings while exposed to dampness, fumes, odors, dust, biological, electrical and mechanical hazards.
- c. Maintains written and computerized records and prepares reports detailing test results.
- d. Inspects materials and workmanship to insure quality standards.
- e. Completes work in a professional manner utilizing accepted standards and practices.
- f. Acts as a liaison between the department and industrial and commercial customers with regard to cross-connection control issues.
- g. Operates an automobile for the purpose of traveling to device installation sites.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must have diploma from an accredited high school or possess a GED.
- b. Must have legal authorization to work in the United States.
- c. Must be at least 21 years of age.
- d. Must have a valid driver's license.
- e. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount at citywide policies may require in the future.
- f. Must submit to and pass a drug screen test upon offer of employment.
- g. Must possess or be able to obtain certification in cross-connection control from the Tennessee Department of Environment and Conservation or its successor.
- h. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- i. Must be able to perform mathematical calculations with fractions, decimals, and percentages in the U.S. and metric systems.
- j. Ability to report on time for work and perform the duties of the position for an entire shift for the entire workweek and to perform occasional overtime.
- k. Ability to operate various hand tools such as, but not limited to, meters and various wrenches.
- l. Ability to operate personal computers, calculators and other standard office equipment.
- m. Ability to perform intermittent sitting, standing, lifting, stooping and walking.
- n. Knowledge of and willingness to comply with all rules and regulations, including the Employee Handbook, TOSHA Standards, and the Confined Space Program.
- o. Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.
- p. Ability to perform tasks and assist coworkers with minimum of supervision.
- q. Ability to exercise independent judgment and to formulate work procedures within the limits of the position to accomplish assigned task.
- r. Knowledge of accepted standards and practices of the water distribution, including knowledge of potential cross connection problems and other potential threats to the public and the proper remedial action to be taken.
- s. Demonstrate good workmanship in a neat and timely manner while maintaining a clean and orderly work environment.

Non-Exempt
Safety Sensitive
August 29, 2005